

BYLAWS OF THE LIBRARY FACULTY
OF THE
UNIVERSITY OF CINCINNATI

I. PREAMBLE

These Bylaws constitute the internal governance structure for librarians who are represented by the AAUP Bargaining Unit at the University of Cincinnati as defined in the AAUP Contract. They are hereafter referred to as Library Faculty. These Bylaws conform to the requirements of the current Agreement between the University of Cincinnati and the AAUP, Cincinnati Chapter.

II. MEMBERSHIP AND VOTING

A. All persons who have been appointed to the ranks of Beginning Librarian, Assistant Librarian, Associate Librarian, Associate Senior Librarian or Senior Librarian are voting members of the Library Faculty.

B. A quorum for any action by this group shall be a majority of the members of the group. A simple majority of members present shall be sufficient for passage of any issue except the amendment or repeal of these Bylaws, or removal of a committee member or Library Faculty representative, which shall require a majority of the total membership.

III. OFFICERS AND COMMITTEES

A. Library Faculty Council

The Library Faculty Council shall have the following members: (1) the Chairperson of the Library Faculty, (2) the Secretary of the Library Faculty, (3) the Chairperson of the Nominations and Elections Committee, (4) the Chairperson of the Reappointment, Promotion and Tenure Committee, (5) the first-year Faculty Senator, (6) the Library Faculty Representative(s) to the Bargaining Council, and (7) the Library Faculty Representative to the Faculty Senate Information Technology Committee.

The Library Faculty Representative to the AAUP Contract Compliance Committee shall serve in an advisory capacity to the Library Faculty Council and shall be an ex-officio non-voting member of the Library Faculty Council.

Should a librarian be elected to more than one position that qualifies for membership in the Library Faculty Council, an additional member shall be elected at large to serve on the Library Faculty Council for as long as the overlapping terms exist.

Service on the Library Faculty Council as a chairperson of one of the standing committees, or as a Library Faculty representative, shall not be limited but may be continuous for so long as elected to such offices.

The Chairperson of the Library Faculty and the Secretary of the Library Faculty shall be elected from among the Library Faculty. These two offices shall be elected for staggered terms of two years. No Library Faculty member shall serve more than two consecutive terms in each of these two offices.

The Chairperson of the Library Faculty shall be responsible for conducting all meetings of the Library Faculty Council, as well as meetings of the Library Faculty. The Secretary of the Library Faculty shall keep accurate records of the membership, shall prepare all notifications of meetings, shall keep minutes of meetings, shall be responsible for the dissemination of appropriate materials to the members of the Library Faculty Council and to the Library Faculty, and shall keep appropriate archives.

The Library Faculty Council shall represent the interests of the Library Faculty in all matters not specifically provided for by the charges to the standing committees or the Library Faculty representatives as provided for in Article 27.2.9 of the current Agreement and in these Bylaws. The Library Faculty Council shall appoint and dissolve ad hoc committees. The Library Faculty Council shall maintain all records necessary for the proper and efficient operation of the business of the Library Faculty.

Each standing committee shall maintain its own records.

B. Standing Committees

1. Nominations and Elections Committee

The Nominations and Elections Committee shall consist of three librarians elected from among the Library Faculty. These three shall be elected for staggered terms of two years. No librarian shall serve more than two consecutive terms.

The Nominations and Elections Committee shall conduct all elections for standing committee membership, for Chairperson of the Library Faculty, for Secretary of the Library Faculty, for the representative to the Faculty Senate Information Technology Committee, and any special election requiring a ballot vote of the Library Faculty. The Nominations and Elections Committee does not conduct elections for the Library Faculty Representative to the AAUP Contract Compliance Committee or the Library Faculty Representative to the Bargaining Council. The latter is elected from among the active library members of the American Association of University Professors. The former is appointed by the Board of the AAUP, University of Cincinnati Chapter. The Committee members shall choose their own chair.

2. Reappointment, Promotion, and Tenure (RPT) Committee

The RPT Committee shall be the committee provided for under Article 7.6 of the current Agreement and shall consist of seven members elected from among the Library Faculty with representation from at least two library systems. At least five (5) members of the RPT Committee shall be tenured. The members of the RPT Committee shall be elected to staggered terms of two years. No member shall serve more than two consecutive terms. The Committee shall perform all actions required under the current Agreement between the University of Cincinnati and the AAUP, University of Cincinnati Chapter. The committee members shall choose their own officers.

C. Library Faculty Representatives

1. Contract Compliance Committee

The Library Faculty Representative to the AAUP Contract Compliance Committee shall be the individual appointed by the American Association of University Professors' Board to ensure the proper implementation of the contract.

2. Bargaining Council

The Library Faculty Representative(s) to the Bargaining Council of the American Association of University Professors shall be elected from among the active Library Faculty of the American Association of University Professors in accordance with the AAUP Chapter's Constitution and Bylaws. Only those Library Faculty who are active members of the American Association of University Professors may vote for this representative.

3. Faculty Senate

All full-time Library Faculty, except those at Raymond Walters College and Clermont College, shall elect each year a representative to the Faculty Senate in accordance with the University Faculty Bylaws, Article II, Section 1. Elected representatives and those voting must be members of the University Faculty as defined in the University Faculty Bylaws, Article II, Section 3. Efforts should be made for representation from two jurisdictions. The first year Faculty Senator will also serve on the Library Faculty Council. Library faculty at Raymond Walters College and Clermont College will participate in Faculty Senate elections as faculty members of their colleges and will not be eligible to serve or vote for faculty senate representation from the Libraries of the University of Cincinnati.

4. Faculty Senate Information Technology Committee

Every two years the Library Faculty shall elect a representative to the Faculty Senate Information Technology Committee.

IV. MEETINGS

The Chairperson of the Library Faculty shall call and chair all meetings of the Library Faculty. Such meetings shall be held at least once during the Fall, Winter and Spring quarters of each academic year. Notification of the date and agenda of each regular meeting shall be sent to all Library Faculty no later than ten working days prior to the date for which the meetings are called.

If twenty percent of the total membership of the Library Faculty petitions for a special meeting, such a meeting must be called. The agenda shall be determined by the reason stated on the petition calling for the meetings. The Library Faculty Council may also call special meetings as necessary. Notification of the date and time of special meetings, and the agenda, shall be sent to all Library Faculty no later than five working days prior to the date for which the special meeting is called.

Any member of the Library Administration or of the support Staff may attend meetings of the Library Faculty and may speak on any issue. However, certain items may be designated as closed items of business by the Library Faculty Council. In such cases, all non-faculty will be excluded from that portion of the meeting.

Meetings shall be conducted in accordance with Robert's Rules of Order, except where these Bylaws specify other procedures.

V. ELECTIONS AND RECALL

A. Election procedures shall be in accordance with Robert's Rules of Order. Mail or electronic ballots may be used. Detailed procedures shall be prepared by the Nominations and Elections Committee.

B. Unless otherwise specified, terms of office shall begin September 1 of each year.

C. Any committee member, Library Faculty Representative, or officer of the Library Faculty may be removed from office for good cause by a vote of a majority of the total membership of the Library Faculty at either a regular or a special meeting.

VI. AMENDMENT AND REPEAL

A. These Bylaws shall become effective upon approval by a majority of the full membership of the Library Faculty.

B. For the initial implementation of these Bylaws, any Library Faculty member who was elected to a position with an unexpired term of service as determined by the previous Bylaws shall retain that position until the unexpired term of service is completed. Amendments, revisions, or repeals may be proposed by the Library Faculty Council or by any five Library Faculty. Proposed amendments or revisions shall be referred to the Library Faculty Council or to a special committee. Proposals for amendment or revision of the Bylaws shall be sent to Library Faculty at least twenty days before a regular or special meeting has been called. Proposals for the amendment or revision of the Bylaws should be sent to the Library Faculty with a report recommending in favor or against the proposed amendment or revision from the Library Faculty Council. Amendments, revisions, or repeals shall require an affirmative vote of a majority of the full Library Faculty. Routine changes in article, section and paragraph numbers necessary to bring these Bylaws into conformity with each new Agreement shall not require an amendment.

Bylaws revised 6/15/85; 4/30/87; 9/1/89; 11/10/89; 12/15/92; 9/29/03. 3/29 /06

BYLAWS OF THE FACULTY OF UNIVERSITY LIBRARIES OF THE UNIVERSITY OF CINCINNATI

I. PREAMBLE

The mission of University Libraries is to provide excellent research collections, quality service, responsive instruction and training, and inviting facilities in pursuit of the University of Cincinnati's comprehensive mission of teaching, learning, research and community service.

The University Libraries Faculty select, acquire, preserve, and provide access to scholarly information to serve the University in its mission. As scholars and professionals, the University Libraries faculty actively participate in the planning and operation of University Libraries, and in the promotion of professional interests.

In accordance with the principles of shared governance specified in the Rules of the University of Cincinnati (3361:50-01-03) and the current UC/AAUP collective bargaining agreement (Article 27, Paragraph 2.9), these Bylaws shall form the basis of an internal governance structure for the University Libraries Faculty.

II. MEMBERS

A. Voting members

The voting members of University Libraries Faculty shall be all University Libraries librarians holding ranks of senior librarian, associate senior librarian, associate librarian, assistant librarian, and beginning librarian, all University Libraries librarians of these ranks with adjunct appointments of 65% or more FTE, the President of the University, the Senior Vice President and Provost for Baccalaureate and Graduate Education, and the Dean of University Libraries. On an annual basis, others of academic or administrative rank may be elected by the Faculty with the approval of the Dean.

B. Presiding Officer

The Dean of University Libraries shall preside over meetings of the library faculty. In the event the Dean is unable to preside at a library faculty meeting, the Chair of the Executive Committee shall serve as presiding officer.

C. Secretary

The vice chair of the Executive Committee shall serve as recording secretary. The secretary shall record, preserve and distribute the proceedings of each meeting. Minutes shall be distributed to all faculty at least one week before the next regular meeting. The secretary shall also distribute the agenda one week before each regular meeting, or three days before each special meeting.

III. MEETINGS

A. Regular Meetings

Meetings of all members of the faculty of University Libraries shall be held monthly during fall, winter and spring quarters, and at least once during summer quarter.

B. Special Meetings

If twenty percent of the membership of the faculty of University Libraries petition for a special meeting, such a meeting shall be called. The Executive Committee or the Dean may also call a special meeting.

C. Quorum and Voting

A quorum of the faculty for the purpose of conducting business shall be 50% of the voting membership, unless otherwise stipulated. Voting on motions shall be accomplished by a simple majority of those present. The Presiding Officer shall vote only to break a tie.

D. Agenda

The order of agenda items for regular business meetings shall be:

1. Approval of the minutes
2. Announcements
3. Reports of Officers and Committees
4. Unfinished Business
5. New Business

IV. ELECTIONS

A. Eligibility

Membership on all committees, and other elected positions, shall be limited to faculty represented by the AAUP except:

1. Where otherwise stipulated in these bylaws or in the Bylaws and Regulations of the Board of Trustees of the University of Cincinnati, or in the Agreement between the University of Cincinnati and the AAUP, or
2. Where special expertise is needed that is not available from such faculty. This is to be determined by a two-thirds majority vote of the members present at a faculty meeting.

B. Procedures

1. During spring quarter, committees shall be elected by the Faculty. The Executive Committee will submit the names of all faculty elected to committees, as appropriate, to the Dean. Unless otherwise stipulated, committee members shall take office September 1 of each year.
2. Unless otherwise stipulated, each committee will elect its own chair, the outgoing chair shall preside until the election of his or her successor, and each committee shall establish its own policies and procedures.

3. Election procedures shall be in accordance with the most recent edition of *Robert's Rules of Order*. Proxies will not be allowed. Electronic ballots should be used whenever possible and appropriate.

V. COMMITTEES

A. Executive Committee

1. Purpose

The Executive Committee shall exercise the powers of the library faculty in the interim between their meetings and shall communicate any such activity to the library faculty no later than their next regular meeting.

The Executive Committee shall advise, aid and counsel the Dean on the formulation and implementation of library-wide policies, including budgeting and planning, and on other matters in accordance with Article 27, Paragraph 2.9 of the current UC/AAUP Agreement.

2. Membership

The Executive Committee shall consist of five members elected from the University Libraries Faculty: the Chair, the Vice Chair, and the Nominations and Elections Committee; and one, ex officio, non-voting member.

The election shall be carried out in accordance with procedures established by the Nominations and Elections Committee of University Libraries. Members shall serve two-year, staggered terms, and cannot serve more than two consecutive terms in the same office.

The ex-officio, non-voting member shall be the University Libraries faculty representative to the University Library Committee, if this person is not already a member of the Executive Committee.

3. Officers and Duties

The Chair shall be responsible for conducting all meetings of the Executive Committee, and will preside over meetings of the University Libraries Faculty in the absence of the Dean. The Chair will report on all meetings of the Executive Committee no later than the next monthly faculty meeting.

The Vice Chair shall serve in the Chair's absence and will act as secretary of the Executive Committee.

4. Meetings

The Committee shall meet or consult each month with the Dean, on which occasion the agenda for the next regular faculty meeting also shall be prepared. Agenda items shall be solicited from University Libraries faculty on a regular basis, and may also be submitted by the Dean or by any committee member.

B. Nominations and Elections Committee

1. Membership and Officers

The Nominations and Elections Committee of University Libraries shall consist of the three voting members of the University Libraries Executive Committee other than the Chair and the Vice Chair. The Committee shall elect its chair no later than Sept. 1 of each year.

2. Purpose

The Nominations and Elections Committee shall conduct all elections for faculty committees and faculty representatives from University Libraries, and all other matters requiring a ballot vote of the University Libraries Faculty.

C. Travel Committee

1. Membership

The Committee shall consist of five librarians elected from the University Libraries Faculty. The election shall be conducted in the spring quarter of each year. The terms of office, which are staggered, are for two years, with new members taking office July 1. The committee meets as soon as possible after July 1 to elect a chair and establish a meeting schedule for the coming year.

2. Dates for submission of travel applications.

The Dean will notify the Committee of the budget no later than Sept. 1. All applications for travel funding should be submitted at the start of the fall quarter by the date determined by the Committee. This is to insure that all funds allocated by the Dean are appropriated.

D. Ad Hoc Committees and Task Forces

The Executive Committee may appoint ad-hoc committees and task forces as needed. Ad-hoc committees and task forces shall report regularly to the Executive Committee, as appropriate.

VI. REPRESENTATIVE TO THE UNIVERSITY LIBRARY COMMITTEE (A FACULTY SENATE COMMITTEE)

The University Libraries faculty will elect, for a term of two years, an ex-officio member of the University Library Committee to serve as a resource for the Library Committee's deliberations. The representative will also serve as an ex-officio, non-voting member of the University Libraries Executive Committee.

VII. PARLIAMENTARY AUTHORITY

The rules contained in the most recent edition of *Robert Rules of Order* shall govern the faculty of University Libraries in all those cases that are applicable, and in which they are consistent with the Bylaws of the Faculty.

VIII. AMENDMENTS TO THE BYLAWS

A. Amendments may be proposed by the University Libraries Executive Committee or by any three members of the faculty. Proposed amendments shall be referred to the Executive Committee or to a special committee. Proposals for amendment(s) to these Bylaws shall be sent to all faculty members at least fifteen (15) days before a regular or special meeting of the Faculty, along with a report recommending in favor or against the proposed amendment(s).

B. Amendments shall require an affirmative ballot vote of two-thirds of the University Libraries Faculty. In accordance with University Rule 3361:10:10-5-05, amendments must be approved and dated by the Senior Vice President and Provost for Baccalaureate and Graduate Education before they become effective.

C. Routine changes in article, section and paragraph numbers that are necessary to bring these Bylaws into conformity with each new contract, shall not require an amendment.

December 4, 1981

Amended: September 26, 1983

Amended: February 18, 1988

Amended: October 27, 2003

Approved: October 27, 2003